

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

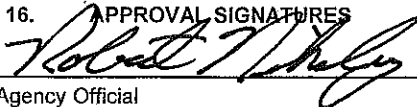
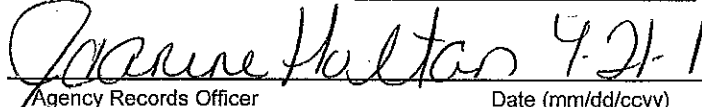
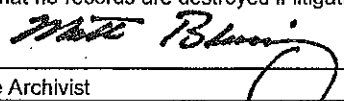

<ul style="list-style-type: none"> Instructions for completion are provided on pages 2-3. In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record. Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number. Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original <u>only</u> to the PRB. Maintain an agency copy during the Board's review process. 				1. Retention/Disposition Authorization # (RDA)	
				Sequential Number	Suffix
				309	
				2. Agency Number	3. Unit Number
437	500				
4. RDA Status				<input type="checkbox"/> New	<input type="checkbox"/> Amended
<input checked="" type="checkbox"/> Sunset/Renewal				<input type="checkbox"/> Closed/Superseded	
5. Agency Name					
Department of Children and Families					
Division Name			Subdivision Name		
Division of Management Services			Collections Section		
6. Record Series Title					
Returned Mail-Tax Intercept Program					
7. Record Series Life Cycle Dates			8. Medium for Records Storage – Check all appropriate categories		
Year Created	Year Discontinued	Year of Final Disposition			
1995			<input type="checkbox"/> Electronic/Digital <input type="checkbox"/> Microform <input checked="" type="checkbox"/> Paper <input type="checkbox"/> Other (Specify)		
9. Retention Time Period - Specify Actual Period			10. Event that Initiates the Start of the Retention Time Period		
Yrs	Mo	Wks	Days	Permanent	
	6			<input type="checkbox"/>	Creation Fiscal Other (Specify) <input type="checkbox"/> (CR) <input type="checkbox"/> (FIS) <input checked="" type="checkbox"/> Closed
11. Disposition					
<input type="checkbox"/> Destroy <input type="checkbox"/> Transfer to State Archives (WHS) <input type="checkbox"/> Transfer to Other Location (Specify)					
<input checked="" type="checkbox"/> Destroy Confidential <input type="checkbox"/> Transfer to UW Archives					

12. Records Series Description

These records consist of the tax intercept notices that are returned to the Division of Management Services (DMS) as undeliverable. The tax intercept program is set up so that individuals are notified of the state's intent to offset their federal and or state income tax refunds. The addresses are obtained by the IRS for these notices. When these notices are returned to DMS as undeliverable, IRS safeguard requirements as stated in IRS publication 1075 require that they be destroyed confidentially by shredding.

Event = Closed: closed is defined as when the returned notices have been entered into the individuals's computer records.

APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO May 2024

13. Records Contain Personally Identifiable Information (PII)		14. Name of Agency Program Contact or Records Officer – Select appropriate title.	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Fay Simonini <input checked="" type="checkbox"/> Program Contact <input type="checkbox"/> Records Officer Telephone 608-267-2187 Email fay.simonini@wi.gov	
15. Records Series is Confidential or Access is Limited <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, enter Statute/Code) IRS 1075 Publication			
16. APPROVAL SIGNATURES			
 Agency Official		 Agency Records Officer	
Date (mm/dd/ccyy) 04/21/2014		Date (mm/dd/ccyy) 7-21-14	
PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.			
 State Archivist		 Executive Secretary – PRB	
Date (mm/dd/ccyy) MAY 13 2014		Date (mm/dd/ccyy) 5/30/14	